

**Chapter 11**  
**ENLISTED COMMISSIONING PROGRAM, CIVIL ENGINEER CORPS**  
**OPTION (ECP-CEC)**

1. References

- (a) OPNAVINST 1160.6A
- (b) BUPERSINST 1780.1
- (c) NROTC Administrative Manual CNET P1533/3

2. Program Information

a. The Enlisted Commissioning Program (ECP) provides a full-time opportunity to complete requirements for a baccalaureate degree and to earn a commission in the Unrestricted Line or Civil Engineer Corps (CEC). ECP is open to eligible active duty Navy enlisted personnel who have earned previous college credit but less than a baccalaureate degree. Prospective candidates must have 30 semester hours or fully transferable college credit which can be applied towards completion of a baccalaureate degree.

b. ECP-Civil Engineer Corps Option (ECP-CEC). This option is available only for active duty enlisted Seabees (occupational field 13). Applicants from other occupational fields will not be considered for ECP-CEC. Selectees for ECP-CEC must complete an Accreditation Board for Engineering and Technology (ABET) engineering degree or National Architectural Accrediting Board (NAAB) architecture degree within 36 months of starting the program. Applications for the ECP-CEC Option should be mailed via the applicant's commanding officer directly to the CEC Officer Community Manager, Commander, Navy Personnel Command (PERS-4413).

c. ECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. It is highly recommended that all requirements for the next advancement exam be completed prior to detaching from present command. Entitlement to the Selective Reenlistment Bonus (SRB) is suspended upon application to any officer accession program, including ECP. If not selected, entitlement is restored. See reference (a) for specific details regarding

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SRB. All special duty assignment pay ceases upon transfer to NSI or the NROTC host university.

d. The student pays tuition, fees, books and other expenses incurred while participating in ECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits, however, students are not eligible for benefits under the Tuition Assistance program. Questions regarding use of MGIB benefits should be directed to the Veterans Administration Regional Office. Eligibility requirements for VEAP and MGIB educational benefits are delineated in reference (b).

e. Selectees are required to complete degree requirements for an engineering or architecture degree in not more than 36 calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected. Advanced academic standing may be granted at the discretion of the individual university; however, students so advanced will be expected to complete degree requirements in a proportionately reduced period of time.

f. Graduates from ECP-CEC are commissioned as Ensign, United States Naval Reserve and serve on active duty for a minimum obligation of four years.

### 3. Eligibility Requirements

a. U.S. citizenship is required and cannot be waived.

b. Age requirement: candidates must be commissioned prior to their 35<sup>th</sup> birthday. Waivers will not be considered.

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction. Have no record of disciplinary action under Article 15 of the Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol incidents will result in disqualification.

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d. Be serving on active duty in the U.S. Navy or Naval Reserve, or Training and Administration of Reserves (TAR) and have completed at least four years of service as of 1 September in year that application is made. (Prior active duty in other services will count towards this requirement). Waivers will be considered for up to six months of the minimum time-in-service requirement. Applicants not meeting the minimum time-in-service requirement are encouraged to investigate the NROTC Scholarship Program.

e. Performance record. Have a superb performance record as well as strong academic potential. Include copies of last three fitness reports/evaluations with your application.

f. Education and Scholastic Aptitude Requirements

(1) Have completed sufficient undergraduate course work no later than the end of the fall semester (or the second quarter) of the academic year that the applicant is applying for the program, to complete requirements for a technical degree in 36 months. Applicants for technical degree must have 30 fully transferable semester hours of earned credit. Multiply by .67 to convert quarters to semester hours. Waivers for insufficient credits will not be granted.

(2) A transferable credit must have a grade of "C" or better. A "pass/fail" or "satisfactory" grade is not acceptable. Only traditional credits obtained through regionally accredited colleges or universities are considered fully transferable. Non-traditional credits, such as military service and service school credits, College Level Examination Program (CLEP) courses, vocational/technical school credits, correspondence courses other than PACE, etc., are not considered fully transferable credits for the purpose of qualifying for this program. After entry into ECP, non-traditional credits should be utilized to obtain advanced academic standing to the maximum extent permitted by the university enrolled. Normally, credits obtained from foreign institutes are accepted; however, not all are considered fully transferable.

(3) Have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale. GPA is based on grades for all college level courses taken. Waivers will be considered for those applicants who are academically capable of earning

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baccalaureate degrees and who show potential for successful careers as commissioned officers.

(4) Applicants must have taken the SAT or ACT. Although there is no minimum score requirement, applicants with less than 950 on the SAT (math/verbal), or 45 on the ACT (math/English) may be limited in choice of university due to college or university admissions requirements. Test scores must be within three years at the time of application to the program. For CEC-ECP applicants, only the SAT will be accepted. Applicants should include a copy of their most recent test scores.

(5) Individuals who have already obtained their baccalaureate degree are not eligible for ECP and should apply directly for Officer Candidate School.

g. Marital Status and number of dependents. No restrictions.

h. Physical qualifications. Applicants must be able to obtain a commission in the Staff Corps. Applicants must notify Navy Personnel Command (PERS-4413D) of any significant changes to physical status; e.g. broken bones, surgery, pregnancy, etc. which occur after the physical examination is completed. Most common disqualifying conditions for URL include: defective color vision, eyesight uncorrectable to 20/20, and applicants out of height, weight, and body fat standards. Applicants must meet physical height, weight, and body fat standards at time of application and maintain these standards after selection and through commissioning.

i. Recommended by their commanding officer.

4. Application Submission Procedures and Deadlines. Application Procedures.

a. Applicants must fill out the Officer Programs Application form, and submit it via their chain of command to be received by Naval Personnel Command (PERS-4413D) not later than 1 November of the application year.

b. Applicants must take the SAT or ACT tests, and not

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later than 1 October of the application year. Applicants should forward a xerox copy of their SAT or ACT testing results directly to Navy Personnel Command (PERS-4413D) for board consideration. Applicants are encouraged to take one or both of these examinations at the earliest opportunity but not later than 1 October of the application year. Detailed information and registration forms for these tests may be obtained by writing to:

SAT: The College Entrance Examination Board  
Code 592  
Princeton, NJ 08540

ACT: The American College Testing Program  
Box 414  
Iowa City, IA 52240

You may also contact your Command Career Counselor or Navy Campus Office to find out when and where the SAT and ACT are given in your area.

c. Naval Personnel Command will not accept test scores from tests taken more than three years prior to 1 January of the application year. If an applicant has already taken the SAT and/or the ACT, the applicant should write to the appropriate testing agency and request that the scores be forwarded. If the applicant has a copy of the test results, he/she must include them along with the application.

d. Additional documents required for the application are identified in Appendix K.

5. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

(1) Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required. The Commanding Officer should rank applicants, if there are more than one applicant from that command.

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OPNAVINST 1420.1

(2) Forward applications to:

Commander Navy Personnel Command  
PERS-4413D  
5720 Integrity Dr  
Millington TN 38055-4413

6. Information and Guidance for Applicant Interviews

a. A minimum of three officer's interviews are required. Interviewers must use the Interviewer's Appraisal Sheet (NAVCRUIT 1100/13), in Chapter 2, Officer Programs Application.

b. Interviews should be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be a Civil Engineer Corps Officer and 0-3 and above if possible, and only one of the interviewing officers can be in the applicant's immediate chain of command.

7. Medical Examination Information. Applicants are required to submit a completed Report of Physical Examination (SF 88) and the Report of Medical History (SF 93) with the application. Include the following:

(1) Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.

(2) Results of a current EKG.

(3) Height and weight or a determination of body fat percentage if member exceeds Navy height/weight standards.

(4) An eye refraction for applicants with less than 20/20 vision uncorrected. Eyesight must be correctable to 20/20.

(5) A Farnsworth Lantern test (no exceptions) must be administered to determine color vision. Defective color vision is disqualifying for the URL. No waivers will be considered.

(6) Intraocular Tension must be completed.

(7) All female applicants must have Papanicolaou's Stain

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(PAP) and Human Chorionic Gonadotropin (HCG) test results documented.

(8) Regardless of date of physical exam, selectees/ alternates will be required to have an HIV test dated on or after 1 July of the application year.

(9) Applicants must meet all other physical qualifications specified in paragraph 3 above.

#### 8. Administrative Information

a. Change of address. Applicants must notify the Naval Personnel Command (PERS-4413D) in writing of any change in mailing address.

##### b. Service Obligation

(1) Selectees must have a six-year active service obligation. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. Selectees are authorized to reenlist more than 1 year early if they are unable to satisfy six-year obligated service requirement with an extension of 48 months or less. The reason for extension of enlistment should state "Training (ECP)." The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon admission to a university under this program, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

(3) If disenrolled from ECP or from OCS, or if officer candidates decline to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining on their six-year obligation.

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(4) Upon commissioning, officers are required to serve on active duty for a minimum of four years.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to the convening of the selection board. A selectee wishing to withdraw should decline transfer orders and notify the Navy Personnel Command (PERS-4413D) (see paragraph 9 for address and phone number).

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectees transfer, the commanding officer shall immediately inform the Navy Personnel Command (PERS-4413D) and make a recommendation for the individual's disenrollment from the program.

d. Transfer Policy

(1) Applicants for the ECP-CEC receiving Permanent Change of Station orders for execution subsequent to applying for this program should not be transferred until officially notified of selection or non-selection. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for selection for the Enlisted Commissioning Program and that orders are being held in abeyance pending issuance of selection board results. If the applicant is selected, the commanding officer should notify the order originator that the individual has been selected and that orders should be canceled. If the applicant is not selected, the command should transfer the individual and notify the orders originator that the orders have been executed.

(2) Transfer directives will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to the ECP-CEC is transferred without the required obligated service. Transfer directives are normally issued upon physical qualification by BUMED and acceptance at the designated university, ordering selectees to report to the host NROTC unit of the college or university they will be attending, in time for registration for fall classes.

(3) Assignment to a university will be made by Navy

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Personnel Command (PERS-4413D) and based on individual preferences, prior academic performance, university admission policies, needs of the Navy, and NROTC unit capacity. Assignment to a university other than that requested by a selectee may be made if considered in the best interest of the Navy or the selectee. Upon receipt of the board's assignment to a university, it is the individual's responsibility to apply and gain admission to that university.

e. Advancement in Rating. ECP-CEC students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering the program.

9. Inquiries. For additional information please contact:

Plans and Input Officer  
Navy Personnel Command (PERS-4413D)  
5720 Integrity Dr  
Millington TN 38055-4413  
(901) 874-4034/DSN 884

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